

City of Peterborough

2012 Special Events

Temporary Road Closure and Event Manual

(with Applicable Application Forms)

Prepared by:

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Background and Supporting Statement

Each year the Corporation of the City of Peterborough (the “City”) receives many requests from individuals and groups seeking to operate special road closure events on City streets or other City property. In 2011, thirty-three events on City roads operated in the City. These events varied in scope, purpose, size, cost and complexity.

It is important to coordinate all events in the City in order that municipal staff can communicate policies, guidelines and provide support to these event organizers and ensure public safety is preserved during operation.

The City recognizes that special events enhance tourism, culture, recreation, education and provide opportunities for businesses in and around the City. For ease of reference this manual will refer to parades, processions, marches and other activities that require a temporary road closure, lane reduction or rolling road closure collectively as events.

Purpose

The purpose of the Temporary Road Closure and Event Manual (the “Manual”) is to incorporate into one manual policies and procedures used by various divisions within the City to process applications for events. It will also outline an approved policy regarding the operation of events on City property, streets and roadways (“Highways”) and the associated fees and charges for related services provided by the City.

Definition of a Road Closure or Parade Event

Events are a one-time, annual or special activity, that utilize a highway, thus requiring a Temporary Road Closure and Event Permit. The municipal lands effected by a temporary road closure take place on what is referred to as the “travelled portion” of a public highway. The travelled portion may include the right-of-way, or paved portion for vehicles, or the sidewalk or boulevard.

The primary characteristics of an event that requires a temporary road closure are:

- The main purpose is to celebrate or display a specific theme;
- There are predetermined opening and closing dates/times;
- The event may consist of several separate activities in which parks or municipal buildings may be rented in conjunction with a road closure event.

During a **temporary road closure** only those parties organizing the event have access to the travelled portion of the highway.

A **rolling road closure**, managed by the police, is one type of temporary road closure and is used to permit a small parade or procession. A rolling closure interrupts the flow of traffic for a shorter period of time than a temporary road closure.

During a **lane closure** those parties organizing the event will have access to the closed lane. Traffic will be maintained on the highway on the remaining lane(s).

To further define events there are at least twelve subcategories:

- Harvest and Agriculture
- Commemorative
- Cultural
- Sports
- Theatrical
- Raising Awareness
- Artistic
- Festivals
- Commercial
- Neighbourhood Celebration
- Cinamatographic
- Fundraising

General Policies and Procedures

Rules and Regulations:

1. Applicants requesting approval to hold an event utilizing a City highway must complete a 'Temporary Road Closure Event Application Form'. The form is part of this manual.
2. All legislation, by-laws, regulations and conditions outlined in the Agreement must be adhered to by the event applicant.
3. The event applicant shall adhere to all temporary road closure policies and procedures. In the interest of public safety, failure to comply may result in closure of the event and will negatively impact future applications (e.g. City park permit, liquor license, KPDSB school parking lot permission, or future road closures).
4. The applicant is required to provide evidence to the Clerk of all necessary licenses/permits required to operate the event. Where use of lands/parking lots/waterways are required as part of the event, the applicant must provide the Clerk with documentation from the other approval agency permitting such use.
5. If an event operates successfully, the event operator will be given first priority to reserve the use of the highway for the same date next year (extenuating circumstances may apply). **An application will still be required.**
6. Groups that intend to start/finish in a City park, or use part of a linear park (e.g. Millennium Park), for their event must request use of the park from the Recreation Division. **A park permit will be required.** Alternately, groups who intend to gather in Confederation Park, for a purpose and decorum consistent with the symbolism of the Cenotaph, must notify the City of Peterborough, Recreation Division, by letter, **no less than 30 days in advance.**
7. **Applications must be received no less than 90 days in advance of the event. Applications may be received no more than 365 days in advance of the event.** Exceptions to this policy will be solely at the discretion of the City Clerk.
8. The City Clerk's Office is the principal contact for the Temporary Road Closure and Event Application. They will initiate the process to approve a temporary road closure with other divisions of the City and the Peterborough-Lakefield Community Police Service (the "police"), for their review.
9. The applicant, or designate, must be present on site at the event for the duration of the temporary road closure event.
10. The applicant shall inform all businesses and residents in the area of the closure, by letter or hand-delivered memo, at least 14 days in advance of the event, of the particulars of the approved temporary road closure and any detour route available. A copy of this notice shall be provided to the City Clerk.
11. Possession and/or consumption of alcoholic beverages in a park or on the closed portion of a highway is prohibited unless approved by the Arenas, Parks and Recreation Committee and authorized by the issuance of a Special Occasion Permit by the Liquor Control Board of Ontario and the Alcohol and Gaming Commission of Ontario. **Note:** The Arenas, Parks and Recreation Committee meets on the third Tuesday of each month.

12. Fire hydrants must not be obstructed; there must be a clear view from all directions, leaving a 3m radius around each hydrant.
13. Approval is contingent upon ensuring adequate signage and barricading and providing adequate emergency access at all times to the satisfaction of the Transportation Division, Fire, Police, Public Works and City staff who have the right to determine the adequacy of same. Barricades must be easy to remove to allow emergency vehicles to access the closed portion of the street and must be placed in accordance with the traffic control plan (provided by the City). The Public Works division will supply barricades to locations required and remove/pick up. The event applicant will locate the barricades on the traveled portion of the highway and remove following the event. The applicant shall be responsible for all costs related to road closure costs. **Please Note: All costs for detour signage/barricades are contingent on the route itself and must meet the requirements of Book #7 of the Ontario Traffic Manual.**
14. If main streets are closed during parking enforcement hours the applicant will be responsible for the payment of lost parking revenue (on weekdays only). If police or Traffic Division determine "Emergency No Parking" signs are necessary they shall be installed by Public Works; the applicant shall be responsible for any related fees.

Securities

1. The applicant must maintain public liability insurance of at least \$2,000,000. This insurance policy must include the City of Peterborough and the Peterborough-Lakefield Community Police Service as named third party insureds. There will be no exception to this policy. Proof of insurance must be provided to the Clerk not later than 14 days prior to the event. The applicant must agree to indemnify, hold and save harmless the City and the police from and against any liability, loss, claim, demand, cost or expense, including legal fees, occasioned wholly or in part by any negligence or act or omission during the use of City property. **Please Note: "City-sponsored" events will not require insurance as they will be covered by the City of Peterborough insurance policy. A "City-sponsored" event is an event that has been declared by resolution of City Council.**
2. The City reserves the right to set higher insurance limits depending on the type of activity planned during the event (e.g. fireworks displays, amusement rides and/or sale of alcoholic beverages).
3. If you wish to discharge fireworks, written permission from the Fire Chief or designate will be required. The 90 day lead-time applies to this request. The applicant must indicate that a certified pyrotechnician will be on site for the event and such pyrotechnician will provide a valid supervisor/user's card with identification number and expiry date, as per the *Explosives Act* (Canada). The applicant must indicate on the application form that fireworks will take place. Written approval for fireworks must be issued 14 days prior to the event in order to proceed with your plan for fireworks.
4. Once the Application has been approved, the event applicant is required to enter into a 'Road Closure or Event Agreement' outlining the conditions of the approval. The Applicant must submit two executed copies at least 14 days in advance of the event.

Site Clean-up/General Maintenance

1. The applicant is responsible for the clean up and/or removal of all garbage upon completion of the event.
2. The City will provide all normal maintenance services. Any additional maintenance required by the applicant prior to, during or following the event shall be the responsibility of the applicant.
3. The City will not supply garbage pick up for an event unless the applicant pays for this service.

Funding

All registered charitable organizations have the option of applying for possible parade funding for their event. An official charitable registration number is required.

To apply for funding, the organization must complete the application on page 12. A budget for the event outlining revenues and expenditures must accompany the application.

The Chair of Corporate Services shall make the final decision regarding any parade funding for policing, barricade or administrative costs.

2012 Administration Fees for Special Event Operators

Item	Fee
Administration Costs:	<ul style="list-style-type: none"> ▪ \$150 per application ▪ A written estimate of administrative costs will be provided for complex road closures
Barricade/Signage Costs	<ul style="list-style-type: none"> ▪ Emergency No Parking Signs – a written estimate will be provided ▪ Each event will be provided with a written estimate ranging from \$200 to \$800 for barricade and detour signage, larger events may incur higher costs
Traffic Administration Costs	<ul style="list-style-type: none"> ▪ \$100 per application
Parking Fees-in-lieu	<ul style="list-style-type: none"> ▪ \$10/occupied space on weekdays, no charge on Saturday/Sunday/Statutory Holiday
Policing Fees	<ul style="list-style-type: none"> ▪ \$125 administrative fee per event ▪ A minimum of two officers are required per event at \$61/hr ▪ Supervisor fees are \$66/hr ▪ Any event with personnel in excess of five officers must have a supervisor assigned to the event ▪ A minimum of two police vehicles are required per event at \$100/vehicle. If the organization is a registered charity or non-profit then vehicle fees are waived. ▪ A minimum of three officers are required per liquor event at \$61/hr ▪ If the event is not a parade or procession, or is one that doesn't require a temporary road closure, administrative fees are set at \$5/officer

Please Note: This is a basic fee schedule, depending on the complexity of the event and barricade or policing requirements, additional fees may be applicable. Fees must be paid in full 14 days prior to the event. An Event Agreement will not be executed by the Mayor and Clerk until all fees and documentation has been received by the City Clerk. Fees are listed at the time of printing and may change throughout the year.

All registered charitable organizations have the option of applying for possible parade funding for their event. To apply for funding, the organization must complete the application, and submit a budget for the event outlining revenues and expenditures. The Chair of Corporate Services shall make the final decision regarding any parade funding for policing, barricade or administrative costs



City of Peterborough Temporary Road Closure Event Application

Please file this application at the City of Peterborough, Clerk's Office, 500 George Street North, Peterborough, Ontario, K9H 3R9

**APPLICATIONS MUST BE FILED NO LESS THAN 90 DAYS PRIOR TO THE EVENT.
APPLICATIONS MAY BE FILED NO MORE THAN 365 DAYS PRIOR TO THE EVENT.**

**ALL APPLICATIONS ARE TO BE RECEIVED AND CIRCULATED BY THE CLERK'S OFFICE.
APPLICATIONS CIRCULATED BY EVENT ORGANIZERS WILL NOT BE CONSIDERED FOR APPROVAL.**

IF APPROVED, AND ALL CONDITIONS MET, A TEMPORARY ROAD CLOSURE AND EVENT AGREEMENT WILL BE EXECUTED AND ISSUED 14 DAYS PRIOR TO THE EVENT AND MUST BE CARRIED BY THE APPLICANT DURING THE EVENT

Name of Organization: _____

Name of Event: _____

Name of Applicant: _____ Telephone (Bus): _____

Telephone (Home): _____

Email Address: _____ Fax: _____ Cell: _____

Address: _____

Does this Event include a Parade? YES ___ NO ___

Road Marshall(s): _____
(If different from applicant, provide all address and telephone number(s))

Date and Time of Event including set up and take down time: _____

Will this Event (operate more than eight hours) ___ (less than eight hours) ___

Are there fireworks involved with this event? _____

Does the event require a liquor licence? _____

No. of Vehicles _____ No. of Bands _____ No. of participants _____

Please further define your event as per the following twelve subcategories:

- Harvest and Agriculture
- Commemorative
- Cultural
- Sports
- Theatrical
- Artistic
- Awareness Raising
- Festivals
- Commercial
- Neighbourhood Celebration
- Cinematographic
- Fundraising

Outline the type of event your organization would like to hold and how this event would benefit the City of Peterborough.

Outline how this event will be supported and where revenues derived from this event will be distributed.



City of Peterborough Temporary Road Closure Event Application

Please list your preference for temporary road closure, rolling road closure or lane closure. The City reserves the right to alter any route applied for as part of the event. **Using a separate piece of paper, include a sketch, diagram or map of the route, indicating road occupancy and traffic control plan.**

Set Up: Start Time _____ End Time _____

Event: Start Time _____ End Time _____

TYPE OF CLOSURE REQUIRED	STREET NAME	FROM (Intersection)	TO (Intersection)
Rolling Road Closure <input type="checkbox"/> Lane Reduction <input type="checkbox"/> Temporary Road Closure <input type="checkbox"/>			
Rolling Road Closure <input type="checkbox"/> Lane Reduction <input type="checkbox"/> Temporary Road Closure <input type="checkbox"/>			
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Rolling Road Closure <input type="checkbox"/> Lane Reduction <input type="checkbox"/> Temporary Road Closure <input type="checkbox"/>			



City of Peterborough Temporary Road Closure Event Application

Applicants should note that a temporary road closure and event permit will not be issued by the clerk until:

1. The Applicant has entered into a Hold and Save Harmless and Indemnity Agreement, otherwise known as “the agreement”, with the City;
2. Proof of insurance in the minimum amount of \$2 million dollars liability, naming both the City of Peterborough and the Peterborough Lakefield Community Police Service as third party insured, is provided to the City Clerk, City Of Peterborough, **14 days prior to the event; and**
3. All applicable fees are received by the City Clerk **14 days prior to the event.** Payment may be made by cash, certified cheque, money order or direct debit at the City Clerk’s office.

Once issued, the Temporary Road Closure Approval/Event Agreement must be available for viewing at all times during the event.

Cancellation Policy

When approval has been issued to any person, organization or group to hold an event, should it become necessary to cancel the event, any monies refunded to the organizer shall be at the discretion of the City Clerk.

I hereby confirm I have read the above information, understand and agree to the contents of the application.

Signature of Applicant: _____

Date: _____

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, all information gathered will be used for the purpose of issuance of a road closure permit only.



City of Peterborough Temporary Road Closure Event Application

Application for Financial Assistance

If your organization is requesting funding to assist with the administrative, policing and/or barricading fees associated with your event, this section must be completed. The Clerk will submit the request to the Chair of Corporate Services for consideration. Funding, or partial funding, may be approved at the discretion of the Chair of Corporate Services.

Please confirm the following:

- Our organization is registered as a charitable organization under the Provision of the Income Tax Act.

Charitable Registration Number (required) _____

To qualify for funding, the following must be included with the application:

- Detailed event budget that identifies all anticipated revenues and expenditures. For fund raising events, the anticipated donation to a registered charity must be included in the budget.

Signature of Applicant: _____

Date: _____